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Intelligence Officer, GS-14

Incumbent:

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External Research Coordinator
External Research Branch
Reports Division (D/R), O/RR

Under the general direction of the Chief, Reports Division, O/RR, serves as O/RR External Research Coordinator. Providing the focal point for the administration of the O/RR External Research Program, and, when directed, the external research interests of other CIA offices, fulfills the following duties and responsibilities, observing throughout CIA security and contact procedures, and, when so directed, representing CIA as a whole:

Establishes and maintains an over-all External Research Program in coordination with the producing components of O/RR. Obtains from O/RR producing components requirements for external research projects. Brings proposals for external research projects presented by other IAC agencies and non-Governmental research institutions or individual specialists to the attention of the appropriate components of O/RR.

Critically examines external research proposals, determines their merit from the point of view of O/RR, and selects for implementation, on a priority basis, those of positive value to O/RR. Coordinates external research projects within O/RR with the other components of CIA and with the other IAC agencies.

Is responsible for project initiation of external research, preparation of budget estimates, obtaining Project Review Committee approval, obtaining security approval, closing of contracts, and dissemination of completed reports. Analyzes over-all O/RR production programs, determines which phases of such programs can most effectively be supported by external research procedures, and arranges for such support. Assigns approved external research projects to the best qualified research organizations or individual specialists.

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Determines whether projects selected for implementation are to be carried out by non-Governmental institutions on a contract basis or through subsidy, or whether they can be carried out without expenditure of CIA funds. Continuously reviews the progress of contractual projects to assure the desired quality and substantive coverage.

Maintains liaison with the other components of CIA, with the other IAC agencies, and with appropriate non-IAC agencies in furtherance of the O/RR External Research Program. Maintains constant liaison with State-CIA Joint External Research Staff to make use of the results produced by that office in advancement of the O/RR External Research Program. Maintains contact with the non-Governmental research institutes, universities, learned societies, and individual research specialists best qualified to support O/RR through external research. Advises appropriate Governmental agencies, including the IAC, of O/RR external research requirements and obtains their cooperation to initiate research programs and projects of value to O/RR. Keeps O/RR components continuously informed of those non-Governmental research organizations and individual specialists best in a position to provide high-quality support.

Maintains a current register of Governmental and non-Governmental research organizations possessing greatest competence to support O/RR through external research procedures. Maintains a current register of individual research specialists in fields of interest to O/RR for appropriate use in external research projects and for recruiting personnel. Maintains a current list of intelligence research projects initiated by CIA and the other IAC agencies, and of projects of intelligence value initiated by non-IAC agencies, in order to facilitate over-all coordination. Maintains current lists of research programs and projects of interest to O/RR undertaken by non-Governmental institutions and individual specialists. Maintains central administrative

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files for O/RR external research activities.

Procures and disseminates research studies of interest to O/RR produced by the other IAC agencies, non-IAC agencies, non-Governmental institutions, and individual specialists.

Prepares periodic reports on the status of the O/RR External Research Program and prepares special reports whenever pertinent.